

**VOTER INFORMATION COMMITTEE
JANUARY 20, 2016
MINUTES**

Members Present: Chris Joyce, Chair
Tina Games
Joanne Rys

Members Absent: Emily Milan
Peggy Rose

I. Call to Order

The Chair called the meeting to order at 5:40 PM.

II. Approval of Minutes

Joanne Rys moved to approve the minutes of the meeting of November 18, 2015 as written; Tina Games seconded; motion carried unanimously.

III. Committee Handbook Status

Chris Joyce reported that the handbook has been reviewed by the Board of Selectman and has been sent to Town Clerk Anita Doucette for review. She also noted that additional information was included in the revised handbook, regarding the logistics and protocol of board, committee, and commission meetings.

IV. Channel 18

The VIC Boards and Committee Vacancies Program will be scheduled after the handbook has been approved.

V. Citizens Leadership Academy

Joanne Rys noted that Harwich is the only Cape Cod town that is currently considering the Citizens Leadership Academy modeled after the Town of Barnstable's. She also reported that she had confirmed a few details regarding Barnstable's program:

- The program is paid for out of the Town Manager's budget.
- No stipends are paid to Department Heads, but flex or comp time may be considered.
- Based on the feedback given to the facilitators, the Department Heads are pleased with the program.
- When the program began, the facilitators were paid \$50/hour. They are currently making \$60/hour.
- There is a food budget of \$150 per class.
- The Cape Cod Times ran a nice article about the success of the Barnstable program.
- Emily Milan is working on the revisions to VIC's power point presentation.

VI. Web Page Update

Emily Milan's VIC's web page tutorial will aid the reader in how to sign up to receive agenda and minutes from committees in which they are interested.

VII. Annual Report

Chris Joyce shared the annual report which was reviewed by the committee. It will be submitted to the Town of Harwich on January 21, 2016.

VIII. Critical Dates and Vacancies

Chris Joyce shared a list of critical dates for 2016. The list included the deadline for voter registration, the date for the local March elections, the date for the town meeting, and the date for local elections - as well as a timeline for the process of running for a local elected office.

Chris Joyce also shared a draft list of the expiring terms for our local elected officials. She noted that the committee web pages are not all current with members' names and their term expiration dates. She will contact VIC's liaison to ask what the process is for updating this information.

IX. Other

The Committee discussed queries from Kathy Teahan, representing the Democratic Town Committee, regarding how to find information about Town of Harwich committees, their purposes, training for members, number of members per committee, term limits, etc. Tina Games agreed to respond with information VIC has, such as the Committee Handbook status, training that is offered on Conflict of Interest, and the training that was offered on January 14th, and how the Town Charter is an excellent source of information on term limits and committees' purposes.

Additionally VIC intends to create a link on its web page to the Board vacancy list and to suggest to our liaison that perhaps that list could be more updated more frequently and more prominently posted on the Town's home page.

The Committee discussed Tina Games' suggestion that the Town of Harwich consider a monthly orientation for all new members of any committee, board, or commission. The committee discussed the benefits of doing this and how it better-served the town.

Chris Joyce shared the flyer from the January 14th training hosted by the Town of Harwich for regulatory boards, committees, and commissions.

X. Adjourn

There being no further business, the Chair adjourned the meeting at 7:00 PM.

Respectfully submitted,

Tina Games, *on behalf of Clerk Peggy Rose*